

Old Marston Parish Council Meeting

Minutes of the meeting held on 7th February 2012 at Mortimer Hall

Present:-

Charlie Haynes, Chairman (CH)
Duncan Hatfield, Vice-Chairman (DH)
Peter Cox (PC)
Roy Jones (RJ)
Barrie Lewis (BL)
Patricia Hall (PH)
Michael Cadd (MC)
Peter Sarac (PS)
Nils Bartleet (NB)
Michael O'Keefe (MOK)
Peter Williams (PW)
Angie Tiwari (AT)

Councillor Mary Clarkson (MRC)
Rachel Slatford (RS)
Gemma Woodley (GW)

In attendance/Observing:

Michael Clarke (Parish Resident)
Jean Holliday (Parish Resident)
Craig Freeman (Community Response Team)
Oxford Mail representative

Declarations of Interest: Nils Bartleet declared an interest in agenda item 6 regarding the planning application for 39 Salford Road.

- 1 Requests from Members of the Public to Speak** **ACTION**
 - Parish resident Michael Clarke
 - Parish resident Jean Holliday
 - Craig Freeman from Oxford City Council, Community Response Team

- 2 Apologies for Absence**

None given.

- 3 Minutes of Last Meeting** **CW**

The minutes of the last meeting held on Monday 3rd February were accepted as an accurate record with no amendments required. The Chairman was authorised by the PC to sign the minutes.

- 4 Matters Arising**

The Chairman introduced Gemma Woodley & Rachel Slatford to the PC. Following the Clerk's resignation from the PC, additional support is required until a new Parish Clerk is recruited. Gemma will attend PC meetings in order to record the minutes, and Rachel will keep the accounts up to date.

The PC was in agreement for Gemma and Rachel to support the Chairman until the new Clerk is in post. The Chairman noted that following an advertisement on 'Daily Info' website they received many applications of which 4 have been selected for interview on 21st February. It is hoped that the new Clerk is able to start in time for the next meeting. The PC agreed that Rachel will complete the accounts until the end of the current financial year before handing them over to the new Clerk in April.

- 5 Correspondence (Letters/Emails)**

The following correspondence was noted and copies provided to the PC in the correspondence file:

 - Letter from Roy Garner re: meetings in licensed premises – Chairman briefed the PC
 - Queen's Diamond Jubilee Beacon Lighting Event – The Clerk has written to the Red Lion and the Victoria Arms, and has sent the form to the Pageant Master. A resident has also been in touch asking what the PC plans to organise for the Jubilee celebration

ACTION

- The Clerk contacted Thames Valley and Chiltern Air Ambulance suggesting that DH post a link to the Ambulance service website on the PC website
- Chairman to participate in Housing Strategy and Corporate Plan, and Draft Budget consultations
- NAG information sent to RJ
- PTR meeting on 24th January – attended by NB
- Meeting regarding the Friar – attended by Chairman and PCllr's PH, PW and BW
- RoSPA have confirmed that the 2012 play area inspections will be carried out later in the year
- OCC carrying out a survey on Parks and Green Spaces and Outdoor Sport Strategies
- County have sent an update list of phone numbers
- OCC have invited PC to a meeting of Parishes on 5th March – any items for the agenda to be sent to the OCC by 17th February
- Country have requested an update on contact details of the PC by 17th February

6 Planning Applications

5 Boults Lane (Planning appeal)

Objection to the external cladding which is out of character in comparison to surrounding properties.

10 & 12 Beechy Avenue

Planning application for first floor rear extensions to both properties. No plans provided. The Chairman will request copies of the plans.

CH

22 Ashlong Road

Planning application for erection of a rear conservatory. The plans were circulated round the table. The PC made no comments/objections.

39 Salford Road

Planning application for land development to the rear of existing property. Concerns raised by the PC re: access and parking for nearby residents, and over-development of a small area of land. MRC to look into this application.

MRC

8 Raymund Road

Planning application for extension to property. The PC made no comments/objections.

Applications considered between meetings: None

Decisions

104 Oxford Road – granted

1 Elsfield Road – refused

Awaiting decisions

The Clerk chased all relevant groups regarding Emergency Operations Centre and is waiting for confirmation from St Nicholas School. No response received to date from Marston Saints.

Clayton Lavallin will be attending the March meeting to discuss Community Led Planning - TBC

Further information on the conservation area document has been passed to the officer who has given his permission to use his text on the PC website from March.

OALC have offered places on a free course regarding changes to planning.

ACTION

7 Boults Lane Development Project

The Chairman has made several attempts to contact the building company and will continue to do so in order to move the plans forward. Once the plans have been received the Chairman will arrange a meeting between Marston Saints and the PC.

CH

**8 Recreation Grounds
"No Dogs" signs**

The signs have been mounted and the PC has since received two letters of complaint. The Chairman will research and provide bylaw details when available.

CH

Mortimer Hall kitchen

The new kitchen has been delivered and is ready for installation.

9 Finance

Bank balance as at 28th December 2011 – current account £7,230.02 business reserve account £168,534.65.

The Clark sent an email enquiry to Came and Company regarding insurance of sub-contractors. Came and Company has confirmed that the situation is acceptable and that Mrs Cox is covered. A copy of the email has been sent to the auditor.

The following accounts are to be paid:

| Accounts to be paid | | £ inc. VAT |
|----------------------------|------------------------------------------------------------------------------------------------------------------|-----------------------|
| Anne Richardson | Return of burial deposit | 50.00 |
| Eamon Kelly | New metal gate at burial ground | 2,850.00 |
| Lyreco | Paper | 14.46 |
| Graham Stratford | Printer Cartridge | 36.35 |
| Get Online Ltd | Internet service renewal | 204.00 |
| Kate Stratford | Reimbursement for phone (January 2012) | 28.78 |
| HMRC | Tax and National Insurance (January 2012) owed a refund | £7.33R |
| Kate Stratford | Heating and electric for 6 weeks (Thurs 29 th December – Weds 9 th February) @ £3 per week | 18.00 |
| Kate Stratford | Salary for January 2012 | 594.48 |
| Oxfordshire County Council | Pension for January 2012 | 114.80 |
| D Hook | Payment for erection of "Dog signs" | 325.00 |
| Income received | | £ |

| | | inc. VAT |
|----------------|------------------------------------------------------------|----------|
| Scouts | Rent | 5.00 |
| Dennis Ward | Rent | 150.00 |
| AON | Return of money following cancellation of insurance policy | 1,392.22 |
| Marston Saints | Rent + 50% of the cost of alarm maintenance | 189.34 |
| Mortimer Hall | Repayment of loan | 500.00 |

ACTION

- Thanks for grant received from: Mortimer Hall Pre-School.

- MRC noted that she will be attending a budget meeting at the end of February and will feedback at the next PC meeting.

MRC

- County have advised the PC that they are required to draw up, publish and maintain a policy on the injury award scheme which has been a legal requirement since 1996.

- OALC to refund 50% of cancelled 'getting to grips with finance' course that the Clerk was booked on to attend.

- The Chairman noted that the PC needs to be mindful of expenses. Adrian Wood (Oxford City Council Financial Manager) is monitoring all Parish Councils' expenditure. The Chairman remains hopeful for £10K re: double charging.

- The PC agreed that 3 x quotes should be obtained for anything valued over £1K. This is not necessary for any expenditure under the value of £1K. All PCllrs agreed.

10 Burial Ground

- Resident Dr Kathleen MacLarnon has contacted the PC requesting details of a burial plot she reserved in the 1990s. Following an extensive search no record of the reservation has been found, however there may be another receipt book. Dr MacLarnon has paid the £10.00 research fee and was advised by the Clerk to that the PC will contact her following the meeting to discuss a way forward.

CH

- Mrs Harper has requested that the Willoughby grave is "topped up". The grave digger has advised that this will be done in the drier weather. Tony Hayward is aware.

- The Clerk made a request for the bin bags to be collected

- Proposed memorial for Wakefield – the PC approved the erection of a headstone for Wakefield.

11 Highways

Parking

CH

Parish resident Michael Clarke attended the meeting to discuss his concerns re the number of non-residential cars parking in the area of Rippington Drive, Fairfax Avenue & Mortimer Drive. NB noted that parking is also a problem on Raymund Road, particularly near the garages.

The Chairman noted that 104 parking surveys have been returned and the deadline for receipt of the survey is 29th February. The PC noted that they are aware of the significant congestion cause by people parking in the area mentioned above and sympathise with the local residents affected. The surveys will be reviewed by the Chairman following the 29th February deadline, and this matter will be discussed at

the next meeting.

ACTION

12 Area Forum

The Clerk has received posters advertising this meeting. Next meeting is 11th March 2012 at Brookes. The Chairman will attend.

13 Allotments

- The Chairman has been approached by film production company regarding a documentary about allotments. Filming of Mill Lane allotments is likely to commence in March until September 2012
- RJ has received a complaint re the dog littering at Mill Lane allotments.

14 Website

DH noted that the PC website now appears at the top of the page when searched for on "Google". The Chairman has received several compliments about the website and thanked DH for the time he has spent on improving the website.

15 Proposed Closure of Old Marston Library

To date, no volunteers have come forward to help keep the library open.

16 Any Other Business

- Mrs Holliday attended the meeting in order to ask the PC for advice regarding an environmental hazard. Mrs Holliday's next door neighbour has a considerable amount of rubbish outside the property which has been an increasing issue since 2009. The rubbish has attracted rodents and besides the obvious environmental health issues caused by the rubbish, it is unsightly and unpleasant to view the rubbish from her own home. The PC sympathised with Mrs Holliday and agreed that action needed to be taken to get this rubbish taken away. Craig Freeman agreed to discuss this matter and investigate ways to proceed with Mrs Holliday following the meeting.
- Mr & Mrs Pinne have written to the PC re: dog fouling and people parking cars on grass verges in Fairfax Avenue and Rippington Drive.
- DH noted that the annual "**OxClean**" event will be taking place on Saturday 3rd March. OxClean is an Oxford Civic Society initiative in partnership with Oxford City Council and The Oxford Times, dedicated to keeping Oxford clean and tidy all year round. DH is once again leading the Old Marston parish "litter-pick" on 3rd March, starting at Mortimer Hall where equipment will be provided. Members of the PC and local residents are welcome to partake.
- AT noted that Anthony Greenfield is still unwell. The Chairman will send a card on behalf of the PC
- RJ noted that following the recent fire at the Bricklayers PH the building has been secured and the construction project has begun. RJ has been approached by local residents re the hedge alongside the building – it was agreed that the hedge would not be removed but it appears that half the hedge has disappeared. Residents have also noted that people have been stopped walking on the footpath. Access to Church Lane and Ponds Lane is restricted due to several renovations taking place at the same time. The Chairman will liaise with the Neighbourhood Police Officer re access issues. MRC to liaise with David McCormack re: the hedge.

CH

CH/MRC

17 Date of Next Meeting

Tuesday, 6th March 2012 at Mortimer Hall at 7:30pm